

**HOME INSPECTOR ADVISORY COMMITTEE
1400 EAST WASHINGTON AVENUE, MADISON, WI
MINUTES
SEPTEMBER 10, 1998**

PRESENT: Secretary Marlene Cummings, Jerome Baumgardt, Larry Engen, Gina Gruba, Mark Jankowski, Norbert Lovata, Richard Staff, Mark Thomas, Robert Epps (until 12:15 p.m.)

EXCUSED: William Arnold

STAFF PRESENT: Cletus Hansen, Jacquelynn Rothstein, Michelle Krisher; Tom Neumann and Dr. Barbara Showers for a portion of the meeting.

GUESTS: None

CALL TO ORDER

The meeting was called to order at 10:05 a.m. by Cletus Hansen, Administrator of the Division of Business Licensure and Regulation.

AGENDA

The agenda was approved by consensus.

MINUTES (8/5/98)

MOTION: Larry Engen moved, seconded by Robert Epps, to approve the minutes as written. Motion carried unanimously.

ADMINISTRATIVE REPORT

Division Administrator's Report

Cletus Hansen read the revised minutes from the July 7, 1998, meeting. Copies of the revised minutes will be distributed to Committee members.

APPLICATION MATERIALS

The Committee received a copy of the Application for Registration as a Home Inspector which has been mailed out to applicants.

UPDATE ON EXAMINATION DEVELOPMENT

Dr. Barbara Showers noted that 87 people have taken Part I of the examination with only two people failing. Dr. Showers stated that examinations are scheduled to be administered on Saturdays through October at all five testing locations. Results of the examinations will continue to be monitored.

The Committee was informed that a schedule has been developed for issuing the requests for proposal for Part II of the examination. The Committee discussed and informally agreed that Part II of the examination shall consist of a professional practice examination which specifically focuses on the practice of home inspection in Wisconsin. Dr. Showers noted that the examination vendor would design the examination consistent with the specifications that Wisconsin sets forth. There was consensus that a committee be established to review and approve of the possible questions that may be on the examination.

The Committee discussed an examination relating to the administrative rules. It was noted that questions relating to the rules could be incorporated into Part I of the examination once the rules become effective. The issue was raised concerning candidates who take the current Part I examination which only includes questions relating to the statutes. Jacquelynn Rothstein noted that this issue could be addressed in the rules requiring these candidates to take a rules examination. Recommendations included: (1) having a Part I-A examination, which is the current statutes examination, and having a Part I-B examination, which would be the rules examination, for utilization until the two examinations can be merged and all candidates who have taken the statutes examination have taken the rules examination; (2) having a separate Part III examination which would be an examination on the rules. The Department will discuss these issues internally to develop a plan relating to the Committee's discussion and will present it at a future Committee meeting.

ADMINISTRATIVE RULES RE: CONTINUING EDUCATION REQUIREMENTS

The Committee received two separate drafts of the proposed rules, relating to the practice of home inspection, prepared by Jacquelynn Rothstein and Gina Gruba. Richard Staff also submitted comments relating to Ms. Rothstein's draft. The rule drafts were reviewed, and modifications to the proposed rules were noted by Jacquelynn Rothstein.

Tom Neumann, Director of the Office of Examinations, was present during the discussion relating to continuing education requirements. The Committee discussed the rules relating to continuing education and suggested that NAHI, ASHI, Wisconsin Association of Home Inspectors, National Institute of Building Inspectors, Southwestern Wisconsin Building Inspectors Association, along with colleges, universities, and vocational-technical schools, be listed as entities recognized by the Department that can approve educational programs. The Committee agreed that the phrase "or other body recognized by the Department" should also be included. A Committee member inquired as to whether or not the list of approved entities could be listed as a separate note. Jacquelynn Rothstein and Tom Neumann will confer with William Dusso, Department Legal Counsel, and with Secretary Cummings to develop language relating to the Committee's discussion.

STANDARDS OF PRACTICE

Committee members received copies of the ASHI standards and NAHI standards. Noted.

MISCELLANEOUS CORRESPONDENCE/INFORMATION

Marlene Cummings' letter of January 28, 1998, to Representative Daniel Vrakas, with respect to the Department's position on issues relating to the duties and reporting requirements of home inspectors. Noted.

NEXT MEETING

The next meeting was scheduled for September 18, 1998, from 9:00 a.m. to 12:00 p.m.

ADJOURNMENT

By consensus, the meeting was adjourned at 3:03 p.m.

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